

PERSONNELLicensed Personnel: Sabbatical Leave

A. Generally

1. Applicant must have five (5) consecutive years of satisfactory service as a full-time employee.
2. Subsequent sabbatical leaves may be authorized after eligibility has been re-established by service of an additional five (5) consecutive years of satisfactory service as a full-time employee.
3. A maximum of one percent (1%) of the licensed staff may be granted sabbatical leave each year.
4. A sabbatical leave may be granted for a period of not less than one (1) full semester nor for more than two (2) full consecutive semesters.
5. As a condition to receiving final approval for a sabbatical leave, a staff member shall file with the clerk of the school board a written agreement stipulating that he/she will remain in the service of the school division for a period of five (5) years after the expiration of said leave.

When an employee completes the planned program of the leave, but does not return to service in the school division, he/she shall within two (2) years repay to the school board the amount received during the sabbatical leave. This rule does not apply in cases wherein the person becomes incapacitated to work or in cases wherein the rule is waived by the school board.

B. Requirements and Status While on Sabbatical Leave

1. The compensation for the staff member on sabbatical leave shall be one-half (1/2) of the salary he/she would receive if on active staff status for the period in which the leave is effective.
2. Payment of salary to a staff member on sabbatical leave shall be made in accordance with the provisions of the board for payment of salary to other members of the licensed staff.
3. A term of sabbatical leave shall entitle an employee to an automatic salary schedule increment at the

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beginning of the next full year of school following return to service in the division.

4. The regular sick leave policy shall apply to an employee on sabbatical leave.
5. A sabbatical leave shall also operate as a leave of absence without pay from all other school activities.

Editor's Note

See also school board policy #5-52.2

Approved by Superintendent: April 6, 1987
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